

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK**

POSITION VACANCY ANNOUNCEMENT

The Clerk's Office of the United States Bankruptcy Court for the Southern District of New York, is accepting applications for a **TEMPORARY RECORDS REPRODUCTION/CLAIMS CLERK**.

CLASSIFICATION LEVEL: CL-22/23 (\$21,967-\$42,202).

QUALIFICATIONS:

To qualify for the above position, a person must be a high school graduate and must have the following experience.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

Two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills in the use of automated systems and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Good knowledge of the Bankruptcy Code and Rules and procedures concerning the processing of cases under the Bankruptcy Code. Ability to communicate effectively with a wide variety of individuals within and outside the court unit.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of academic year (30 semester or 45 quarter hours) equals nine months of experience.

DUTIES:

As a member of a clerk's office team, the Records Reproduction/Claims Clerk is responsible for maintaining the integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. The position has overall responsibility within the court for maintaining the accuracy of Claims processing in the Electronic Case Filing System (ECF). The incumbent is responsible for answering and providing instruction on the use of the Electronic Case Filing System (ECF) to search for documents. The incumbent must demonstrate good customer service skills. The incumbent will provide assistance in processing incoming mail and provide relief for "help desk" inquiries. The incumbent will also act as a Floater when necessary to provide coverage where it is needed. Contact with the general public, local bar, and other parties involved in bankruptcy cases on the telephone and in person is also required.

APPLICATION PROCEDURE:

Submit your resume and cover letter to:

Kathleen Farrell, Clerk
United States Bankruptcy Court
Southern District of New York
One Bowling Green
Dept. SBW
New York, NY 10004-1408

Application deadline: January 31st, 2003

EMPLOYEE BENEFITS:

Employees of the United States Bankruptcy Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to the same benefits as other Federal Government Employees. Some of the benefits are:

- 1) Participation in the Federal Employee Retirement Service;
- 2) Participation in the Federal Health Insurance Program of your choice;
- 3) Participation in a Group Life Insurance Program;
- 4) A minimum of 10 paid holidays per year;
- 5) 13 days of paid vacation for the first 3 years of employment;
- 6) Excellent opportunities for within grade salary increases and grade increases based upon performance;
- 7) Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

This position is a temporary appointment not-to-exceed one year and a day for the date of appointment and is subject to continuation based on the availability of funding.

AN EQUAL OPPORTUNITY EMPLOYER